



**BUSINESS
TRANSFORMATION**
BUSINESS TRANSFORMATION AGENCY

DoD Training for FPDS-NG Migration

FPDS-NG System Administration

20 April 2006

Defense Manpower Data
Center



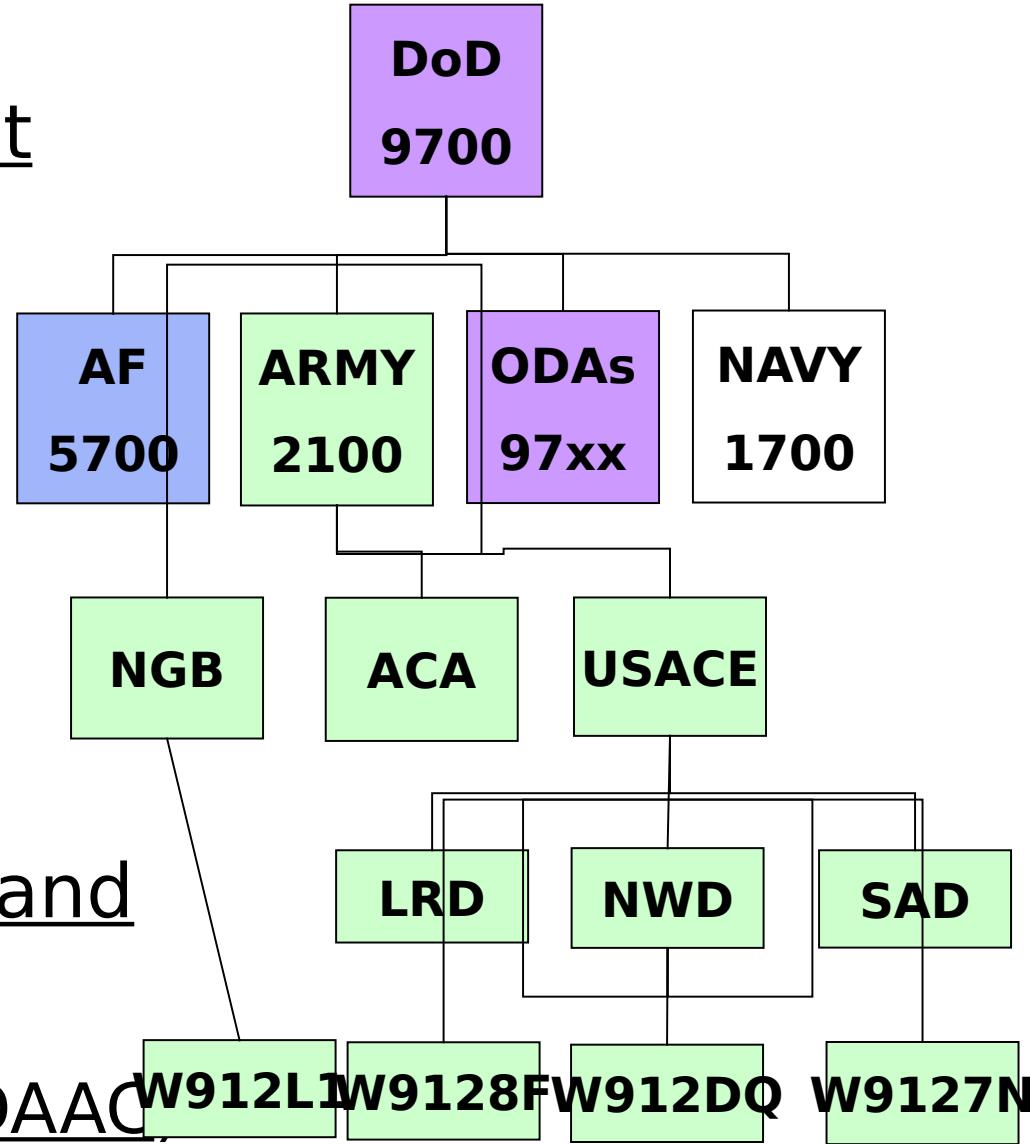
Department

Agency

Command

Sub-Command

Office (DODAAC)





Three Types of NG Users

- **Public User** – Web Access
 - Anyone can be a Public User
 - Delay Seeing DoD CARs Due to OPSEC for 90 Days
- **GOV User** – Web or Machine-to-Machine Access
 - Primarily Machine-to-Machine Access for DoD Users
 - DoD SYSADMINs and Report Users Have Web Access
 - DoD Users Are Created From an Existing DoD USERID
 - DoD Users See All DoD Draft and Approved CARs
 - Non-DoD Users Delay Seeing DoD CARs for 90 Days
- **SYS User** – Machine-to-Machine Access
 - Contract Writing System UserID
 - Maximum 5 SYSADMIN UserIDs Identified



Information Needed to Create SYS User

- *Service/Agency* - AF, Army, DLA, etc.
- *Contract Writing System Acronym*
- *Command and/or Sub-Command*
- *DODAAC - Office Code*
- *First and Last Name of each SYSADMINS*
 - Maximum of 5 SYSADMINS
- Phone Number of each SYSADMIN
- Email Address of each SYSADMIN



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SYS USER

<https://www.fpds.gov> - FPDS-NG : DODADMIN [Home Page] - Microsoft...

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FPDS Next Generation

Logged in as: DODADMIN

Advanced Search GO Help Log Off

Awards Delivery / Task Order Against IDV	Basic IDVs FSS GWAC BOA BPA IDC	Transactions/Modifications PAID Corrections VOID Modifications	System Administration Users Locations <ul style="list-style-type: none">▶ Place▶ Country Organizations <ul style="list-style-type: none">▶ Department▶ Agency▶ Funding & Contracting Offices Service Classifications <ul style="list-style-type: none">▶ NAICS▶ PSC▶ Claimant Program▶ System Equipment Data Ownership	Reports Standard Reports Ad Hoc Reports
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Awards Inbox
[Draft Awards \(0\)](#)
[Final Awards \(2\)](#)
[Error Awards \(0\)](#)
[Unsaved Awards \(0\)](#)
[Template Awards \(0\)](#)

IDV Inbox
[Draft IDVs \(0\)](#)
[Final IDVs \(0\)](#)
[Error IDVs \(0\)](#)
[Unsaved IDVs \(0\)](#)
[Template IDVs \(0\)](#)

[About FPDS-NG](#)



FPDS-NG : DAVIDSOB [User Management] - Microsoft Internet ...

File Edit View Favorites Tools Help

HOME Advanced Search GO Log Off

New Search Save Enable Disable User Priv Clear Close Help

User Information.

User ID: *
Password: *
Confirm Password: *
Start Date (mm/dd/yyyy): 04/18/2006
End Date (mm/dd/yyyy):
Is Logon User

Select a User Type

Gov User
Public User
Sys User

Personal Information

First
Name/Initial: *
Middle Name/Initial:
Family/Last Name: *
Phone No:
Phone Ext:
Fax:
Email Address: *
Receive Email Notification
Title:

Government User Information

Agency ID: * 9700
Contracting Office ID:
Rank ID:
Routing Symbol:
Room No:
Supervisor ID:



<https://www.fpds.gov> - FPDS-NG : DAVIDSOB [User Management]

File Edit View Favorites Tools Help

HOME Advanced Search GO Log Off

New Search Save Enable Disable User Priv Clear Close Help

User Information.

User ID: *	STEVEN.ANTHONY@SA2100_SILL	Select a User Type
Password: *	<input type="password"/>	Gov User
Confirm Password:	<input type="password"/>	Public User
Start Date (mm/dd/yyyy):	10/01/2004	Sys User
End Date (mm/dd/yyyy):	<input type="text"/>	
Is Logon User	<input checked="" type="checkbox"/>	

Personal Information

First	STEVEN
Name/Initial: *	<input type="text"/>
Middle Name/Initial:	<input type="text"/>
Family/Last Name: *	ANTHONY
Phone No:	580-442-6214
Phone Ext:	<input type="text"/>
Fax:	<input type="text"/>
Email Address: *	steven.anthony@us.army.mil
Receive Email Notification	<input checked="" type="checkbox"/>
Title:	<input type="text"/>

Government User Information

Agency ID: *	2100
Contracting Office ID:	W8124L
Rank ID:	<input type="text"/>
Routing Symbol:	<input type="text"/>
Room No:	<input type="text"/>
Supervisor ID:	<input type="text"/>



https://www.fpds.gov - FPDS-NG : DAVIDSOB [User Privileges]...

File Edit View Favorites Tools Help

Available Privileges Current User Privileges

Available Privileges	Current User Privileges
<input type="checkbox"/> AGENCY SYSTEM ADMINISTRATOR	<input type="checkbox"/> CONTRACTING OFFICE ADMINISTRATOR
<input type="checkbox"/> ADHOC REPORTS	<input type="checkbox"/> ADHOC REPORTS
<input type="checkbox"/> VIEW	<input type="checkbox"/> VIEW
<input type="checkbox"/> ADMINISTRATIVE REPORTS	<input type="checkbox"/> ALERT
<input type="checkbox"/> GET	<input type="checkbox"/> CREATE
<input type="checkbox"/> SCHEDULE	<input type="checkbox"/> AWARD
<input type="checkbox"/> SEND	<input type="checkbox"/> APPROVE
<input type="checkbox"/> ALERT	<input type="checkbox"/> CREATE
<input type="checkbox"/> CREATE	<input type="checkbox"/> DELETE
<input type="checkbox"/> AWARD	<input type="checkbox"/> ISCOMPLETE
<input type="checkbox"/> APPROVE	<input type="checkbox"/> MODIFY
<input type="checkbox"/> CORRECT	<input type="checkbox"/> UPDATE
<input type="checkbox"/> CREATE	<input type="checkbox"/> VALIDATE
<input type="checkbox"/> DELETE	<input type="checkbox"/> CONTRACTING OFFICE
<input type="checkbox"/> ISCOMPLETE	<input type="checkbox"/> UPDATE

Save Close Help



SYSADMINS May Exist At Each Level

- Department
- Agency
- Command
- Sub-Command
- Contracting Office (DODAAC)

SYSADMIN Must Be at Office Level

- Assigns Every UserID and User Privileges
- SYSTEM USERID Requires SYSADMIN UserID
- Assist Users in Reporting CARs via Web Access



Create UserID For Ease of Identification

Fname.Lname@SA2100.SILL

- User First Name (dot) Last Name (@)
- SA - Identify User as SystemAdmin
- 2100 - Identify Agency ID
 - Use 1700 Navy, 2100 Army, 5700 AF
 - 97xx Other Defense Agencies
- SILL - Identify Office or DODAAC



https://www.fpds.gov - FPDS-NG : DODADMIN [User Management...]

File Edit View Favorites Tools Help

HOME Advanced Search GO Log Off

New Search Save Enable Disable User Priv Clear Close Help

User Information.

User ID: Select a User Type
Gov User

Password:

Confirm Password:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Is Logon User

System User Information

Agency ID: ...

Contracting Office ID: ...

Administrators

STEVEN.ANTHONY@SA2100_SILL ...
...
...
...
...



Create SYS User For Easy Identification

SPS2100_ACA_SR_FORT_SILL

- SPS - Identify Software System
 - Use SPS, COINS, PADDS, etc.
- 2100 - Identify Agency ID
 - Use 1700 Navy, 2100 Army, 5700 AF
 - 97xx Other Defense Agencies
- ACA_SR - Identify Command (optional)
- FORT_SILL - Identify Office or DODAAC



Multiple Government User Types for DoD

- Reports User
 - Runs Standard Reports / ADHOC Reports via web access
 - Cannot Report or Correct a CAR
- Contracting Specialist
 - Creates CAR Prior to Award
 - Validates the Business Rules and Has an Error-Free CAR
 - CANNOT Approve/Sign the CAR
- Contracting Officer
 - Approves and Signs the CAR
- SYSADMIN User
 - Creates UserIDs and Assists with CAR Reporting Issues
- Each User Has Privileges of Previous User Level



https://www.fpds.gov - FPDS-NG : DAVIDSOB [User Selection] - ... [Close]

File Edit View Favorites Tools Help Windows Logo

User Selection

Select	User ID	User Type	User Name
<input type="radio"/>	BARBARA.LAFALCE@RPT97F2.DODEAHQ	GOVERNMENT	BARBARA LAFALCE
<input type="radio"/>	DOMINICK.PECORA@RPT97F2.DODEAE	GOVERNMENT	DOMINICK PECORA
<input type="radio"/>	INGE.SEYMOUR@RPT97F2.DODEAE	GOVERNMENT	INGE SEYMOUR
<input type="radio"/>	JAMES.STOOPS@RPTS1700	GOVERNMENT	JAMES STOOPS
<input type="radio"/>	JEAN.MARTIN@RPTS2100.TACOM	GOVERNMENT	JEAN MARTIN
<input type="radio"/>	JOHN.SHACKELFORD@RPT97F2.DODEAHQ	GOVERNMENT	JOHN SHACKELFORD
<input checked="" type="radio"/>	JOSEPH.SANTILLO@RPTS2100.TOBYHANNA	GOVERNMENT	JOSEPH SANTILLO
<input type="radio"/>	KATHIE.POTTER@RPT97F2.DODEAHQ	GOVERNMENT	KATHIE POTTER
<input type="radio"/>	KATHY.SARTAIN@RPT97F2.DODEAHQ	GOVERNMENT	KATHY SARTAIN
<input type="radio"/>	LORRAINE.ALLISON@RPT97F2.DODEAHQ	GOVERNMENT	LORRAINE ALLISON

19 out of 19 items found

Find items that match the following criteria:

User ID:	%RPT	First Name:	<input type="text"/>
User Type:	GOVERNMENT	Last Name:	<input type="text"/>
Agency ID:	9700	Contracting Office ID:	<input type="text"/>
Organization Name:	<input type="text"/>	Rank ID:	<input type="text"/>
Routing Symbol:	<input type="text"/>	Supervisor User ID:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text"/>

Select Cancel

Search Clear Help



<https://www.fpds.gov> - FPDS-NG : DAVIDSOB [User Management]

File Edit View Favorites Tools Help

HOME Advanced Search GO Log Off

New Search Save Enable Disable User Priv Clear Close Help

User Information.

User ID: *	JOSEPH.SANTILLO@RPTS2100.TOBYHA	Select a User Type
Password: *	<input type="password"/>	<input type="button" value="Gov User"/>
Confirm Password:	<input type="password"/>	<input type="button" value="Public User"/>
Start Date (mm/dd/yyyy):	10/01/2005	<input type="button" value="Sys User"/>
End Date (mm/dd/yyyy):		
Is Logon User	<input checked="" type="checkbox"/>	

Personal Information

First	JOSEPH
Name/Initial: *	<input type="text"/>
Middle	A
Name/Initial:	<input type="text"/>
Family/Last	SANTILLO
Name: *	<input type="text"/>
Phone No:	570-895-7517
Phone Ext:	DSN 795-7517
Fax:	<input type="text"/>
Email Address: *	joseph.santillo@tobyhanna.army
Receive Email Notification	<input checked="" type="checkbox"/>

Government User Information

Agency ID: *	2100
Contracting Office ID:	WV25G1V
Rank ID:	<input type="text"/>
Routing Symbol:	<input type="text"/>
Room No:	<input type="text"/>
Supervisor ID:	<input type="text"/>



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File Edit View Favorites Tools Help

Available Privileges Current User Privileges

Available Privileges	Current User Privileges
<input type="checkbox"/> AGENCY SYSTEM ADMINISTRATOR	<input type="checkbox"/> WEBPORTAL
<input type="checkbox"/> ADHOC REPORTS	<input type="checkbox"/> REPORTS
<input type="checkbox"/> VIEW	<input type="checkbox"/> CONTRACTING OFFICER/SPECIALIST
<input type="checkbox"/> ADMINISTRATIVE REPORTS	<input type="checkbox"/> ADHOC REPORTS
<input type="checkbox"/> GET	<input type="checkbox"/> VIEW
<input type="checkbox"/> SCHEDULE	<input type="checkbox"/> GOVERNMENT REPORTS
<input type="checkbox"/> SEND	<input type="checkbox"/> GET
<input type="checkbox"/> ALERT	<input type="checkbox"/> SCHEDULE
<input type="checkbox"/> CREATE	<input type="checkbox"/> SEND
<input type="checkbox"/> AWARD	<input type="checkbox"/> PUBLIC REPORTS
<input type="checkbox"/> APPROVE	<input type="checkbox"/> GET
<input type="checkbox"/> CORRECT	<input type="checkbox"/> SCHEDULE
<input type="checkbox"/> CREATE	<input type="checkbox"/> SEND
<input type="checkbox"/> DELETE	<input type="checkbox"/> WEBPORTAL
<input type="checkbox"/> ISCOMPLETE	<input type="checkbox"/> REPORTS

Save Close Help



Create UserID For Ease of Identification

Fname.Lname@RPT2100.SILL

- User First Name (dot) Last Name (at)
- RPT - Identify User as Reports ONLY
- 2100 - Identify Agency ID
 - Use 1700 Navy, 2100 Army, 5700 AF
 - 97xx Other Defense Agencies
- SILL - Identify Office or DODAAC



USER PRIVs Makes a Contracting Specialist

- Can Create CARs
 - Purchase Orders, Definitive Contracts
 - Indefinite Delivery Vehicles (BPAs, BOAs and IDCs)
 - Orders/Calls Under Indefinite Delivery Vehicle Contracts
 - GSA federal schedule, NASA SEWP III, etc.
- Can Create Contract Modifications
- Can Execute Business Rules Validations
- Cannot CORRECT an APPROVED CAR
- Can UPDATE a DRAFT CAR with New Data
- Cannot APPROVE a CAR



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Available Privileges

<input type="checkbox"/> AGENCY SYSTEM ADMINISTRATOR	<input type="checkbox"/> CONTRACTING OFFICER/SPECIALIST
<input type="checkbox"/> ADHOC REPORTS	<input type="checkbox"/> AWARD
<input type="checkbox"/> VIEW	<input type="checkbox"/> CREATE
<input type="checkbox"/> ADMINISTRATIVE REPORTS	<input type="checkbox"/> DELETE
<input type="checkbox"/> GET	<input type="checkbox"/> ISCOMPLETE
<input type="checkbox"/> SCHEDULE	<input type="checkbox"/> MODIFY
<input type="checkbox"/> SEND	<input type="checkbox"/> UPDATE
<input type="checkbox"/> ALERT	<input type="checkbox"/> VALIDATE
<input type="checkbox"/> CREATE	
<input type="checkbox"/> AWARD	<input type="checkbox"/> IDV
<input type="checkbox"/> APPROVE	<input type="checkbox"/> CREATE
<input type="checkbox"/> CORRECT	<input type="checkbox"/> DELETE
<input type="checkbox"/> CREATE	<input type="checkbox"/> ISCOMPLETE
<input type="checkbox"/> DELETE	<input type="checkbox"/> MODIFY
<input type="checkbox"/> ISCOMPLETE	<input type="checkbox"/> UPDATE

Current User Privileges

<input type="checkbox"/> CONTRACTING OFFICER/SPECIALIST
<input type="checkbox"/> AWARD
<input type="checkbox"/> CREATE
<input type="checkbox"/> DELETE
<input type="checkbox"/> ISCOMPLETE
<input type="checkbox"/> MODIFY
<input type="checkbox"/> UPDATE
<input type="checkbox"/> VALIDATE
<input type="checkbox"/> IDV
<input type="checkbox"/> CREATE
<input type="checkbox"/> DELETE
<input type="checkbox"/> ISCOMPLETE
<input type="checkbox"/> MODIFY
<input type="checkbox"/> UPDATE
<input type="checkbox"/> VALIDATE

Save Close Help



USER PRIVs makes a Contracting Officer

- Can Create CARs
 - Purchase Orders, Definitive Contracts
 - Indefinite Delivery Vehicles (BPAs, BOAs and IDCs)
 - Orders/Calls Under Indefinite Delivery Vehicle Contracts
 - GSA federal schedule, NASA SEWP III, etc.
- Can Create Contract Modifications
- Can Execute Business Rules Validations
- Cannot CORRECT an APPROVED CAR
- Can UPDATE a DRAFT CAR with New Data
- Can APPROVE a CAR – Major Difference



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Available Privileges Current User Privileges

Available Privileges	Current User Privileges
<input type="checkbox"/> AGENCY SYSTEM ADMINISTRATOR	<input type="checkbox"/> CONTRACTING OFFICER/SPECIALIST
<input type="checkbox"/> ADHOC REPORTS	<input type="checkbox"/> AWARD
<input type="checkbox"/> VIEW	<input type="checkbox"/> APPROVE
<input type="checkbox"/> ADMINISTRATIVE REPORTS	<input type="checkbox"/> CREATE
<input type="checkbox"/> GET	<input type="checkbox"/> DELETE
<input type="checkbox"/> SCHEDULE	<input type="checkbox"/> ISCOMPLETE
<input type="checkbox"/> SEND	<input type="checkbox"/> MODIFY
<input type="checkbox"/> ALERT	<input type="checkbox"/> UPDATE
<input type="checkbox"/> CREATE	<input type="checkbox"/> VALIDATE
<input type="checkbox"/> AWARD	<input type="checkbox"/> IDV
<input type="checkbox"/> APPROVE	<input type="checkbox"/> APPROVE
<input type="checkbox"/> CORRECT	<input type="checkbox"/> CREATE
<input type="checkbox"/> CREATE	<input type="checkbox"/> DELETE
<input type="checkbox"/> DELETE	<input type="checkbox"/> ISCOMPLETE
<input type="checkbox"/> ISCOMPLETE	<input type="checkbox"/> MODIFY

Save Close Help



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Questions



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DoD Training for FPDS-NG Migration

System Administration - Back-up Information